**INDIANA ARTS COMMISSION**
MAKING THE ARTS HAPPEN

FY2016

Regional Initiative Grants

# PANELIST ORIENTATION

Paige Sharp

317/232-1279

psharp@iac.in.gov

Adrian Starnes

317/232-1278

astarnes@iac.in.gov

# Agenda

1. Overview
2. Grants being Reviewed
3. Criteria Rating Sheets
4. Review Order Summary Sheets
5. How the Panel Process Works
6. Tips on How to Prepare for the Panel Meeting
7. Questions

# Overview and Structure

About the Indiana Arts Commission

About the Regional Arts Partnership

Who to contact with questions

How the funding process works

# About the Commission

On behalf of the people of Indiana, the Indiana Arts Commission advocates engagement with the arts to enrich the quality of individual and community life. The Arts Commission encourages the presence of the arts in communities of all sizes while promoting artistic quality and expression.

The Arts Commission advocates arts development opportunities across the state, and stewards effective use of public and private resources for the arts. It stimulates public interest in, and participation with, Indiana's diverse arts resources and cultural heritage. The Arts Commission works to enhance public awareness of the arts, life-long learning opportunities, and arts education programs. Governed by a 15-member board of gubernatorial appointees, the IAC serves all citizens and regions of the state.

# Regional Arts Partnership

## REGIONAL ARTS PARTNERS

A cornerstone of our structure is a network of regional partners to enhance the delivery of services and move the decision-making about IAC funds closer to the people. Arts providers have better access to services and there is increased public awareness and advocacy for the arts at the community level.

1. South Shore Arts
2. Community Foundation of St. Joseph Co.
3. Arts United of Greater Fort Wayne, Inc.
4. Tippecanoe Arts Federation
5. Community Foundation of Randolph Co.
6. Arts Illiana
7. Indiana Arts Commission
8. Ivy Tech Community College of Indiana
9. Columbus Area Arts Council
10. Vanderburgh Community Foundation
12. Hanover College
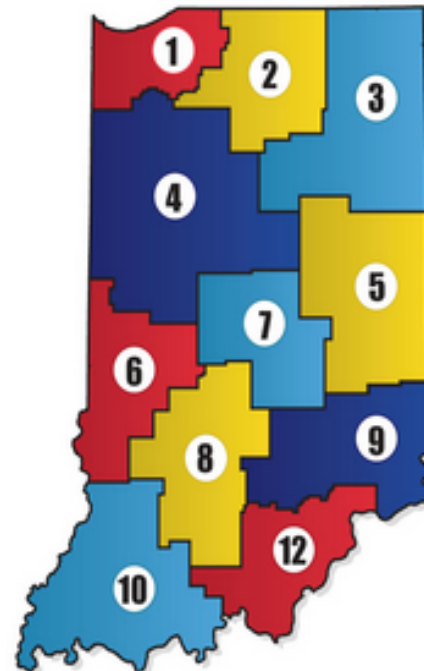
Click on the map for more about your region!

# Questions?

Contact your Regional Arts Partner

If you have technical difficulties
with the online system, contact:
Adrian Starnes
317-232-1278
astarnes@iac.in.gov

# Funding Process

1. Grants are reviewed by panels at the local level (April-May)
2. Funding recommendations from the local panels are submitted to the IAC (May)
3. IAC works with the Regional Partners to determine grant amounts in the region based on a per capita regional allotment  (May)
4. The Funding recommendations are made to the IAC Board of Commissioners at the June 2015 meeting
5. Once ratified by the Board of Commissioners, applicants are notified of the funding decision. (ASAP after meeting)

# Grants being Reviewed

Grant Period:   July 1, 2015 – June 30, 2016 (1 year: AOSI, APS)
July 1, 2015 – June 30, 2017 (2 year: AOSII)

**Arts Operating Support (AOS)**

**PANELISTS**
**Review your region's grant guidelines for more details.**

**Arts Project Support/ Mini (APS)**

**LEVEL I**

$ Award based on organizational budget

75 points minimum score for funding

**LEVEL II**

$ Award based on organizational budget

80 points minimum score for funding

75 points minimum score for funding eligibility

# AOS and APS Match Requirements

Dollar for dollar match.

> Organization's match may be 50% donated goods and services (in-kind)

# Criteria Rating Sheets

# AOS I & II Evaluation Criteria

- **Administration and organizational excellence**
  (25 possible points)

- **Arts Programming and artistic quality**
  (25 possible points)

- **Arts education/community outreach**
  (25 possible points)

- **Audience/community visibility efforts**
  (25 possible points)

# APS Evaluation Criteria

- **Administration**
  (30 possible points)

- **Project Quality**
  (30 possible Points)

- **Outreach/Community Impact**
  (40 possible points)

# Indiana Arts Commission

## Regional Initiative Grants

### FY2016 AOS I Criteria Rating Sheet

**25 point Maximum for Each**

## Administration and Organizational Excellence

- Board meets regularly, represents a diverse set of expertise, and is representative of the community it serves
- Staff qualifications and responsibilities are delineated and aligned with organizational needs
- There is a strong financial position and plan to address any deficit/shortfalls
- Financial information provides adequate and correct detail (budget, financial statement, budget explanation)
- Budget contains financial support from a variety of sources
- Overall quality of application and support documents are accurate including spelling/grammar

/25

## Arts Programming and Artistic Quality

- The majority of programming is arts-based and supports the mission and purpose of the organization
- Artistic programming is reasonable for the resources of the organization
- Applicant demonstrates high artistic quality (relevant to community, compelling, high quality artistic personnel, artists, etc.) and collaborates with other groups/organizations
- Demonstrated evaluation process/plan to ensure artistic quality

/25

## Arts Education/Community Outreach

- Delivers high quality educational programming and outreach efforts that support mission
- Demonstrates efforts to reach/serve underserved populations including persons with disabilities
- Clear and feasible plan to reach identified target audiences

/25

## Audience/Community and Visibility Efforts

- The organization's constituent base is clearly defined and is supported by the mission
- Outreach efforts of proposed activities will be marketed and made accessible to underserved populations including persons with disabilities
- Marketing plan is clearly defined and consistent with resources
- Audience/community development goals are clearly stated and are reflected in the marketing plan

/25

**TOTAL**

/100

Applicant Name: _____

Panelist Name:

# Indiana Arts Commission

## *Regional Initiative Grants*

### *FY2016 APS & Mini Criteria Rating Sheet*

**Project Quality:**

- Extent to which organization demonstrates a high quality artistic project
- Extent to which proposal demonstrates achievable goals and potential for project success
- Clearly articulates and demonstrates quality of artists and artistic resources
- Quality promotional materials for project and capacity of organization

/30

**Administration:**

- Demonstrates project is consistent with the organizations' mission
- Extent to which organization has qualified personnel to successfully implement the project
- Overall quality of application and support documents: accurate including spelling/grammar
- Demonstrates reasonable budget size to proposed project and organizational budget
- Expenses and income lines are explained and directly relate to project

/30

**Outreach/Community Impact:**

- Extent to which proposal demonstrates project will fulfill a community need
- Applicant clearly identifies target audience (including projected audience)
- Extent to which project reaches underserved audiences and provides meaningful arts experience the target audience
- Demonstrates marketing/promotional efforts will reach and inform the target audience
- Proposal includes evaluation plan and community/target audience will be involved in the evaluation of the project

/40

**TOTAL**

/100

Applicant Name: _____

# Review Order Summary Sheets

| Organization Name | Region | Grant Request | First Reader | Second Reader | Conflict |
|---|---|---|---|---|---|
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# Conflicts of Interest

**INDIANA ARTS COMMISSION**
MAKING THE ARTS HAPPEN

## FY2016
## Advisory Panelist Conflict of Interest Statement

A person having a special relationship with an applicant seeking funding from the IAC may not participate in the advisory panel review and evaluation of that applicant's grant application.

Refer to the Application Summary Sheet for a list of the applicants seeking funding from your panel. Identify, in the space below, the name(s) of applicant(s) where any of the following relationship(s) currently exist for you, a member of your immediate family, housemate or dependent OR indicate that you have NO CONFLICTS:

A -- Member of governing board or policy making committee
B -- Significant business relationship with the applicant
C -- Conducts the annual independent audit of the applicant
D -- Employee or paid consultant of the applicant

_____ No Conflicts of Interest

_____ Conflict of Interest with the following applicant(s). I understand that I will be excused from the panel meeting during discussion and evaluation of the applicant(s) listed below.

| Name of Applicant | Type of Conflict (specify A- D) |
|---|---|
| | |
| | |
| | |
| | |

PRINTED NAME: _____

SIGNATURE: _____

DATE: _____ / _____ 2016

# Advisory Panel Review

- Panel review meetings are open to the public for observation and may be recorded

- IAC cannot guarantee quality of recording

- Applicants are encouraged to attend

- Applicants cannot "lobby" panelists on behalf of their applications before, during, or after the panel meeting

# The Panel Process
*(Guidelines for Panelists have been provided by your Partner for reference)*

# Day of the Panel

Start time:  Housekeeping

You MUST be present for your scores and comments to be used.

Roles

- Facilitator
- Regional Partner
- Audience

# Day of the Panel

Things to remember:

- Scores are between you and the Computer (not given orally!)

- Unique and important educational experience for applicants

- NO interaction with applicants (appearance of conflict….)

# Day of the Panel

- The review order
- Conflicts
- All panelists will have the chance to comment
- No Summary of project needed
- Changing Scores
- Paper Rating Sheets

# Preparing for the Panel Meeting Tips

# Tips for Reviewing

- Familiarize yourself with the grant program guidelines before you begin

- Ask questions of Regional Partners as you go

- Start Early

- Use Criteria Rating Sheets

# Tips for Reviewing

- Read a couple applications a day over a period of weeks. Use your rating sheet to guide you on what to look for

- Read all applications through once before scoring

- Read and write notes first time through— then go back to first/second reader applications

# Tips for Reviewing

**Things to consider regarding the applications:**

- In both the Arts Operating Support and Arts Project Support applications, you will notice brief responses.  This is because of character count limitation.

- Projected Audience – number of individuals engaged electronically:  This is a new question

# Tips for Reviewing

Remember:

- to review and comment on ALL applications

- the cut-off score (75 points for APS and AOSI; 80 for AOSII)

- all panelists have a unique perspective - we do not need a consensus

- the meeting will be taped, so speak clearly and constructively

- you can change your score after the panel discussion

- score only on the information provided

- do not consider **<u>NEED</u>** when reviewing applications.  Stick to the evaluation criteria only.  This is who can be successful at providing the public access to the arts.

# Returning Panelists:

What suggestions or helpful hints do you have for new panelists?

# How to Use the Online System

# What you need

**URL address: www.cgo-basic.org**

   (Bookmark it)

**Username and Password:**

login using the username/password

provided by your regional partner

# What you'll see

- Everything in "red" is a link
- If you're reviewing more than one program, you'll get this page
- Let me know ASAP if you have access to the wrong program

# Review Applications

# Comments

FY2015 Regional Initiative Grant - REGION 7 - Arts Operating Support (AOS) Applications

| | |
|---|---|
| Records per page: All ▾ | Primary Sort: App # Ascending ▾ |
| | Secondary Sort: Not Set ▾ |

Save Rankings

**Culture Grants Online - Google Chrome**

🔒 https://www.cgo-basic.org/dir_panelists/comments_pan.php?id=57172&rand=

FY2015 Regional Initiative Grant - REGION 7 - Arts Operating Support (AOS)
**Panelist Comments**

Submit Comments     Close Window

| Rank | App | | Level |
|---|---|---|---|
| Not Ranked ▾  Add Comments | 150 | | PDF  Slideshow |

Title:   IMPORTANT MEETING NOTES
Artist 1: Paige
Created: 2014
detail view

| Rank | App | | Level |
|---|---|---|---|
| Not Ranked ▾  Add Comments | 150002  Andres, Robin | Philharmonic Orchestra of Indianapolis, Inc. | AOS I |

PDF
Slideshow
Applicant Files:
Phil of Indy 2015 Board list.pdf
POI articles of incorporation.pdf

# Scoring (Ranking)

**INDIANA ARTS COMMISSION**

**Welcome Panelist Admin**

**Indiana Arts Commission**

Database Status: Connected
February 20th, 2015 9:05 am

panelists

Logout

Adjust font size:
A A A A

## Panelists

**Switch Program**

### FY2015 Regional Initiative Grant - REGION 7 - Arts Operating Support (AOS) Applications
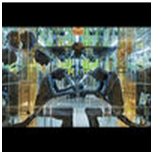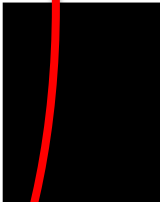
**Records per page:** All ▼

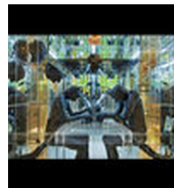**Primary Sort:** App # Ascending ▼
**Secondary Sort:** Not Set ▼

Save Rankings

| Rank | App # | Name | Organization | Grant Level | |
|------|-------|------|--------------|-------------|---|
| Not Ranked ▼ <br> **Add Comments** | 150001 | Sharp, Paige | IAC STAFF | | **PDF** <br> **Slideshow** <br> **Applicant Files:** <br> **Board member template.xls** <br> **ARTICLES OF INCORPORATION.pdf** <br> **ARTICLES OF INCORPORATION.pdf** <br> **Paiges end of year PnL.xls** |

| | | |
|---|---|---|
| Title: ARTISAN LOGO | Title: "THE FLUX AND THE PUDDLE" | Title: IMPORTANT MEETING NOTES |

# Questions …